

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

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First Named

Inventor: Steven A. Olsen

Application No.: 09/960,537

Filing Date: September 21, 2001

Title: **RETRACTABLE COLUMN AND METHOD OF FORMING**

Examiner: Not Yet Known

Group Art Unit: 3635

TRANSMITTAL LETTER

Box **MISSING PARTS**
 Commissioner for Patents
 Washington, D.C. 20231

I hereby certify that this document is being sent via First Class U. S.
 mail addressed to: Commissioner for Patents, Washington, D.C.
 20231 on this 21 day of December, 2001.

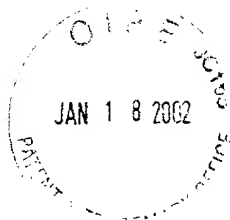
KrisAnne Popovits
 KrisAnne Popovits

Dear Sir:

The following documents are enclosed in connection with the above-referenced patent application:

1. Filing of Missing Parts Of Application Under 37 CFR 1.53(f) (2 pages);
2. Required copy of the Notice to File Missing Parts of Application (2 pages);
3. Executed Declaration (2 pages);
4. Executed Power of Attorney (1 page);
5. Executed Submission Under 37 C.F.R. 3.73(b) (1 page) with copy of Assignment (2 pages) (3 pages total);
6. Letter Submitting Formal Drawings (1 page);
7. Formal Drawings, FIGS. 1-29 (28 sheets);
8. Fee Transmittal Sheet (1 page);
9. Check Number 898258 in the amount of \$65.00 (for the surcharge under 37 CFR 1.16(e)); and
10. Return Receipt Postcard.

09/960,537 "011802"



Respectfully submitted,

DORSEY & WHITNEY LLP

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Date: 12/21/01

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09/960,537

#3



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APPLICATION NUMBER	FILING-RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/960,537	09/21/2001	Steven A. Olsen	6883.01

CONFIRMATION NO. 5282

FORMALITIES LETTER



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Date Mailed: 10/22/2001

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

/24/2002 BABRAHA1 00000079 09960537

FILED UNDER 37 CFR 1.53(b)

FC:205 65.00 0P

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

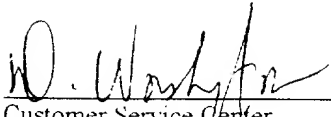
- The oath or declaration is missing.
A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 65.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
 - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

*A copy of this notice **MUST** be returned with the reply.*



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Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

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